Qualifying Officers Newsletter

March 2012

Georgia Government Transparency & Campaign Finance Commission
200 Piedmont Ave S.E. – Suite 1402 West Tower - Atlanta, GA 30334

404-463-1980 (phone)   1-866-589-7327 (toll free)
404-463-0229 (fax)   GAEthics@ethics.ga.gov (email)

www.ethics.ga.gov (website)

DID YOU . . .

- **Obtain a PIN/Password by submitting an application to the Commission.**

- **Report Candidates who qualified in an election**

- **Report any Candidates who may have withdrawn, or were disqualified**

- **Report the Outcome of your Candidate in an Election**

Help is Available

Samantha Jenkins
Education Support Specialist
sjenkins@ethics.ga.gov

Valeria Stubbs
Education Support Specialist
vstubbs@ethics.ga.gov

Maria Bazile
Education Coordinator
mbazile@ethics.ga.gov

BeLinda Godwin
Director of Education
bgodwin@ethics.ga.gov

QUALIFYING OFFICERS

If you are the person who qualifies candidates for an election, you have requirements under the Campaign Finance ACT. The first step in meeting these requirements is to notify the Commission that you are the Qualifying Officer and obtain a P.I.N. and Password. This is accomplished by submitting a PIN application via US Mail.

Visit our website www.ethics.ga.gov. Click on **I AM A QUALIFYING OFFICER** to the right of the screen. Select the **QO PIN APPLICATION.** Complete it, print it out, have your signature properly notarized. Mail the completed form to the Commission.

If you hold the position as Qualifying Officer for more than one location (say the county and all the cities in your county) you must submit a separate PIN application for the county and each city.

If you have previously submitted an application but do not remember your PIN, contact a member of the Education and Information Staff for assistance.

FAQ

The requirements of the Secretary of State Elections Division are separate from the requirements of the Campaign Finance Act.

Secretary of State Elections Division

2 Martin Luther King Jr Dr
Suite 802 Floyd West Tower
Atlanta, GA 30334
Phone: 404-656-2871
Fax: 404-651-9534
www.sos.ga.gov

The log-in information obtained as Filing Officer cannot be used to access the QOERS.
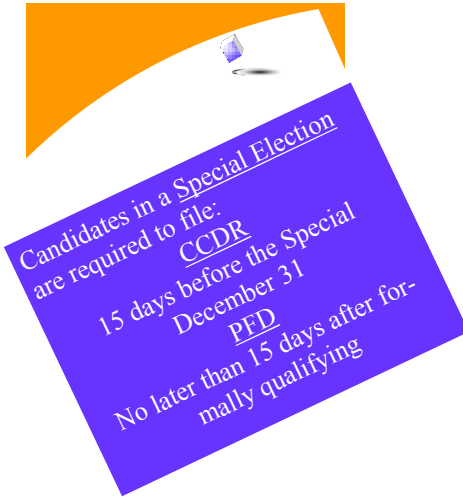
Q.O.E.R.S.

QOERS stands for Qualifying Officer Electronic Reporting system. It was created by the Commission to conform to the requirements of the ACT as it applies to a Qualifying Officer.

Training Workshops

The Commission offers FREE Educational Outreach Program Training Workshops throughout the year.

Visit our website www.ethics.ga.gov and click on the Education link to view workshops and RSVP your attendance.

http://media.ethics.ga.gov/training/trainingSCHD.aspx

Did you have candidates that qualified for the March 6, 2012 special election?

If you had candidates that qualified for the March 6, 2012 Special Election, report the information to the Commission by utilizing the QOERS.

ADDING A QUALIFYING PERIOD

- You will access your account and select the option to "Add Qualification Activity".

- This will display a screen in which you enter the Election Year, Election Type, and Election Date.

- Click "Submit" to display the next screen in which you add information on the candidates who qualified.

- This will display the screen for you to add information on the candidates who qualified. Enter one candidate's information at a time until you have entered all the candidate's who have qualified for the election.

- Click "Submit".

Remember: No government resources can be used in the candidate information. (i.e. phone number, address, email, etc)

- You may now Log-off.

Now that the election has passed, did you enter the outcomes from the election?

ADDING ELECTION OUTCOME INFORMATION

- You will access your account and select the option to "Edit Qualification Activity".
- This will display the screen for "Recent Qualification Activity". Select the "Election Period" you want to add the results of the election to.
- This will display the screen for "Election Qualification Periods". Click-on the appropriate "Edit Qualifications" tab.

- This will display the screen for "Edit Qualification Period". Confirm the information on the screen is accurate then click-on the "Submit" tab or the "Cancel" tab......whichever is appropriate.
- If you clicked-on the "Submit" tab then the screen will provide you with an opportunity to click-on "Edit Candidates".
- This will display "Candidate Qualification" information (each candidate's name/ office/date submitted) the View Outcome link

will be visible. Click-on the "View Outcome" link. Contact mbazile@ethics.ga.gov if the "View Outcome" link is not displayed.
- When you arrive at the "Qualification Outcome" screen you will "Modify" the data by indicating "Won" or "Lost".
- When you have completed the data entry you will click-on "Done Adding/ Editing Candidates" and the application will return you to the Qualifying Officer Main Menu screen.
- You may now Log-off.

O.C.G.A. 21-5-30.2(b)

Prohibits a government employee from assisting in a candidates campaign.

TRIVIA FUN

What objects has keys that open no locks, space but no room, and you can enter but not go in?

A computer keyboard

There is a word in the English language in which the first two letters signify a male, the first three letters signify a female, the first four signify a great man, and the whole word, a great woman. What is the word?

Heroine

How high would you have to count before you would use the letter A in the English language spelling of a whole number.

One thousand